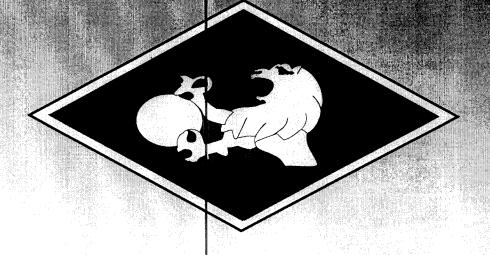
Paying Agent Practical Exercise



ENCL 5

AGENT PRACTICAL EXERCISE INSTRUCTIONS

General Information: The following practical exercises simulate the work of the Paying Agent in a overseas environment.

Materials: Each scenario includes the following documents:

SF44s, cash register, DD Form 1081s, DD 2664, and blank forms needed to complete each exercise.

Requirements: Review and complete each scenario by processing the transactions and annotating the correct answer on to the cash register and /or DD Form 2664. Review your answers for accuracy with the answer keys provided to ensure you have a good understanding of the process.

SCENARIO 1 SF44 PURCHASES

Advance: \$1,000.00

1 JUN XX - Exchange rate: \$1.00 = 1.2000 FC

Purchase: \$500.00 worth of FC

2 JUN XX - Exchange rate: \$1.00 = 1.1000 FC

Purchase 30 tents for 10.00FC each from Joe's Camping Store

3 JUN XX - Exchange rate: \$1.00 = 1.0500

Purchase \$100.00 worth of FC

Purchase 35 shovels for 10.00FC each from Mike's Shovel Store

4 JUN XX - Exchange rate: \$1.00 = 1.300 FC

Sell remaining FC for U.S. dollars

5 JUN XX - Clear Finance

	. GOVE			_
PURCHASE OR	DER-I		VOUCH	ER
DATE OF ORDER 2 JUN XX		ORDER NO.		J
PRINT NAME AND ADDRESS OF SELLER	(Number, S	Street, City and St.	ate)*	
플 Mike's Camping Sto	re			
FURNISH SUPPLIES OR SERVICES TO (A	ame and a	ddress)*	*	
,		,		
Paying Agent's Unit				
SUPPLIES OR SERVICES		QUANTIT	UNIT PRICE	AMOUNT

Tents		30	10.00F	C 300.00FC
\$1.00 = 1.2000 FG	7			
(300 FC = \$250.00)))		-	
(3001 C \$250.00	,			
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AGENCY NAME AND BILLING ADDRESS				000.00
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	07100	,	DATEINVO	ICE RECEIVED
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PURCHASER · To sign belo	w for over	r-the-counter de	livery of items	
Paying Ager			·	d Name
TITLE	g Age		DATE	
		tructions on Co		JN XX
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(Signature)			2]	JN XX
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OR LA CARDE		100	reer made 19845.	
(Check No.)				
ZIP CODE 1 SELLER	ŀ	P	RESCRIBED BY	
(See Instruction	s on Cop	<i>y 2)</i> F	AR (48 CFR) 53.	213©

U.B. GOVERNMENT

PURCHASE OF	DER-	INV	OICE-	70	UCH	ER	_
DATE OF ORDER 3 JUN XX		ORDE	ER NO.		_		
	(Number,	Street,		e)*			_
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URNISH SUPPLIES OR SERVICES TO (address	5)*				
Paying Agent's U	Jnit						
SUPPLIES OR SERVICES			QUANTITY	UNI	T PRICE	AMOUNT	_
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(50.00 FC =	\$47.62	2)					
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Ordering Offic PURPOSE AND ACCOUNTING DATA	er's s	sign	ature and	1 P	rintec	l Name	_
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S91533 L9CK	WK4I	E3R	428800	21			
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s \$ 297.62		ACC	OUNT VER	IEIEI	J		_
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(Authorized certifying office	9	BY					
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Check No.)							
PLEASE INCLUDE 1 SELLER	S INVO	OKCE				M 44a (Rev. 10-	83)
ZIP CODE (See Instruction	ns on Cou	ov 2)			IBED BY CFR) 53.:		

U.S. GOVERNMENT

PURCHASE O	ORDER-INVOICE-VOUCHER									
DATE OF ORDER		ORDE	ER NO.	,						
4 JUN XX		3								
PRINT NAME AND ADDRESS OF SELLI	R (Number,	Street,	City and State	?)*						
Hations Bank										
£ City, Country FURNISH SUPPLIES OR SERVICES TO	(Alomo and	addras	al*		·····					
Paying Agent's Unit	(Ivame and	aoores	5)							
SUPPLIES OR SERVICE	\$		QUANTITY	UNIT PRICE	AMOUNT					
(A) Remaining Curren	cy / Co	nve	rsion (b	ıy) rate						
FC55.00 / 1.0500 = \$5	2.38									
(D) D	/ D			(11)						
(B) Remaining Curren	 	-con	version	(sell) ra	te					
FC55.00 / 1.3000 =\$42	.31									
\$52.38 - \$42.31 = \$10	07									
		,								
		***		»						
AGENCY NAME AND BILLING ADDRE	ss			TOTAL	\$10.07					
_P 208 FB				DISCOUNT T	ERMS					
v Unit 30041				DATE INVO	CE RECEIVED					
R APO AE 09166 ORDERED BY (Signature and title)										
Ordering Officer's	Siana	ture	and Prin	ited Nan	ie.					
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PAYMENT \$	ase read in	r -	ions on Copy	<u>\$</u>						
RECEIVED		:	REQUESTED	ү Ивмітте						
SELLER		LIVE	LU DL J	DATE						
Receipts Att (Signature)	ached	. . .								
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Agent's Signature (Authorized certifying office)	er)	ВУ								
	E PAID		WOUNC	HER NO.						
OR										
(Check No.)	1									
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APO AE											
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12 south Co											
CCO name and address											
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2. U.S. DOLLARS	\$1,0	00.00			<u>442.31</u>						
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4. MILITARY PAYMENT CERTIFICATES											
5. COILECTIONS											
6. DEPOSITS		(1000)		Hard from the second							
7. NEGOTIABLE INSTRUMENTS:					<u> Killillittijietsias</u>	NEXT GFAST LIGHT					
A. TREASURY CHECKS	-										
B. MILITARY PAYMENT ORDERS											
© OTHER (Specify) 8. PAID VOUCHERS	and opposite	77 (19) (24)			47.60						
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10l oss By Exchange					10.07						
11.	-				10.07						
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1 JUN XX DDO //Signature	e//		1 JUN XX	/S/ A	gent						
ON RETURN: I HAVE RECEIVED FUNDS ANI ITEMS AS INDICATED ON THIS STATEMENT FR NAMED AGENT OFFICER.	D/OR OTHE OM THE AI	ove	ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.								
DATE SIGNATURE OF DISBURSING OFF	ICER		DATE	SIGNATURE OF	AGENT OFFIC	CER					
5 JUN XX DDO //Signature	. //		C TETAL NAME	1011	l cont						
	TION OF D	EC 57 WHI	5 JUN XX	1 / 3/ E	Agent	USAPPC VI.00					

SCENARIO 1 CURRENCY REGISTER SF44 TRANSACTIONS

Date	Transaction	Vouch	els Con	versions F(3@.12000 FC	@1.0500 U.S. Bal	ance
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	and the state of t				~~ · · · · · · · · · · · · · · ·	TET TET THE THE THE TET THE THE	
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SCENARIO 1 ANSWER KEY SF44 TRANSACTIONS

TRANSACTIONS

BALANCES

Date.	Transaction	Vouche	ers	Conversions	FC@.12000	FC@1.0500	U,S	. Balance
1 JUN XX	Advance						\$	1,000.00
	Exchange \$\$ for FC		······ • ·	500.00	FC 600.00		Someone A. 1	500.00
2 JUN XX	FC Purchase SF44#1	FC 300.0	00	*	FC 300			500.00
3 JUN XX	Exchange \$\$ for FC		page 2 per spr. s .	100.00	FC 300.00	FC 105.00		400.00
	FC Purchase SF44#2	FC 350.0	00	All the second of the second o	FC 0.00	FC 55.00	EHIIII HEHAR	400.00
4 JUN XX	Sell FC for US\$	11 10000000		FC 55.00		FC 0.00		442.31
	LBX - SF44 #3	10	.07	A SAMMA SALATITATA	S (1) 1 15 and 15 and 25 and and an artists		†==*	442.31
LBX - Loss B	y Exchange	11 pm - Lab			pr v · v · · · · · · · · · · · · · · · ·		100 pt 10	N Decadement of the anti-processing

SCENARIO 2 ACCOMMODATION EXCHANGES

Materials: 2 Blank DD Forms 2664

Advance: \$1,000.00 and FC 1,000.00 Exchange Rate:

\$1.00 = 2.0000 FC

1 JUN XX - Exchange Rate: \$1.00 = 2.1000 FC

Cash \$100.00 personal check for Joe Snuffy, PFC, B Co., 1/110th FA, \$SN 123-45-6789

Exchange \$200.00 for Steve Smith, CPT, A Co., 3/53 Inf., SSN 987-65-4321

2 JUN XX - Exchange Rate: \$1.00 = 2.2000 FC

Cash \$50.00 personal check for Sue White, SPC, 431st MP Co., SSN 001-00-0001

Exchange \$100.00 for Mary Jones, SPC, 431st MP Co., SSN 002-00-0002

	STATEM	ENT OF	AGENT (OFFICER'S A	CCOU	NT				
DISBURSING OFF	ICER'S NAME ADDRESS, DISBURSING S	TATION S YM	BOL NO.			S NAME, GRADE, SSN, UNIT ADDRESS APO number and Telephone number.)				
FI U: Al	CCOUNT HOLDER, LTC, FC NANCE BATTALION NIT PO AE SSN:			Agent's da	ata					
C	CO Name and Address									
	TDANSACT	IONS A FEI	CTING AC	ENT OFFICER'	e Acco	UNIT				
	TRANSACTIONS a	INCE	EASE d by Agent)	BEGINNING BA (In Agent's Ac	ENDING BALANCE (In Agent's Account) e					
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2. U.S. DOLLAI	RS	1,000.00				1,150,00				
3. FOREIGN CU						156,52				
	AYMENT CERTIFICATES									
5. COLLECTION	rs FC1,000@ 2.000	500.00								
6. DEPOSITS	2 N/O TRI I MONUMO	772-11		ranzi ke senggan		STOREGO AND				
A. TREASUR	E INSTRUMENTS:		-1.115 Gal. (1		Programme and the second	A CHERRIA	Caralle a heard and Massac			
	PAYMENT ORDERS	-								
	cify (2) Personal Checks	<u> </u>				150.00				
8. PAID VOUCE		1000	25400000	-		150.00				
9. INCORRECT	VOUCHERS RETURNED									
10. Loss By						43.48				
11.	anenadge.									
12. TOTAL FUI	NDS IN HANDS OF AGENT OFFICER	Properties and a second	michigasia	1,500.00		ACIDE PROPERTY OF STREET	0.00			
			STATEMI	NTS						
	DISBURSING OFFICER					AGENT OFFICER				
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DATE	SIGNATURE OF DISBURSING OFF	ICER		DATE	SIGNAT	URE OF AGENT OFFIC	ER			
31 MAY XX	DDO //Signat	ure//		31 MAY XX		//Signature	e//			
ITEMS AS INI NAMED AGE		OM THE AB	OVE	CORRECT.	RN: THE	ABOVE STATEMENT (OF ACCOUNT IS			
DATE	SIGNATURE OF DISBURSING OFF	IC ER		DATE	SIGNATURE OF AGENT OFFICER					
3.JUN 3.X_	DDO //Signa	iture//	3	JUN XX		//Signature//				
DD FORM 10	81, MAY 75 REPLACES ED	ITION OF D	EC 57 WHK	CH IS OBSOLETE			USAPPC V1.0			

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DISBURSING	OFFICER DESIG	GNATION		RATES OF EX	CHANGE (Num	ber of Foreign	Currency Units	to one US Dollar)	DATE NAME OF C	ASHER OR DE		DSSN		
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SCENARIO 2 CASH REGISTER DD2664 EXCHANGES

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SCENARIO 2 CASH REGISTER DD2664 EXCHANGES

Date	Advance	Purchase	M&IE Payments	Lodging Balance
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	PC 00.00	00.00							PFC, 12 0 th FA						
	\$2	00.00					4	FC 20.00		Steve Sm	ith, 98		321	, A C	
												<i>3</i> 1 = 1			

TRANSACTIONS

BALANCES

Date	DD2664 Conversions	2664#	FC@2.0000	U.S. Balance	Neg Instr
31 MAY XX	Advance		1,000.00	\$ 1,000.00	0.00
1 JUN XX	Cash 1 PC \$100.00	1	0.00	900.00	100.00
	Convert FC @ 2.1000	1	580.00	1,100.00	0.00
2 JUN XX	Cash 1 PC \$50.00	2	0.00	1,050.00	150.00
	Convert FC @ 2.2000	2	360.00	1,150.00	0.00
3 JUN XX	Ending Balances	VIV.	360.00	1,150.00	150.00

		RE	.CORD OF I	NDIVIDUAL	EXCHANGE	E TRANSACT	IONS			PAGE 1	OF	1
DISBURSING OFFICER DESIGNATION 208 TH Finance Battalion Unit			RATES OF EXCHANGE (Number of Foreign Currency Units to one US Do $$1.00 = FC \ 2.2000$			to one US Dollar)		JUN X	XX X	088N 6460		
	APO AE	ĵ.							IN INCOLU			t's Info
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TYPE OF NEGOTIABLE INSTRUMENT RECEIVED (PERSONAL CHECK ETC)	CURRENCY & COIN	FOREIGN CURRENCY	TOTAL	US CURRENCY & COIN	FOREIGN CURRENCY	FOREIGN CURRENCY	TOTAL	NAME AND OTHER INFORMATION REQUIRED BY DISBURS OFFICER ON PERSON FOR WHOM EXCHANGE IS MADI				
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	\$100.00	()			FC 220.00)		Mary	Jones,		31 st	MP Co., 002-
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TRANSACTIONS



Date	Advance	Purchases	M&IE Payments	Lodging	Balance
31 MAY XX				Minyolds	140
1 JUN XX	rust no to the second and the second	\$10.00	\$40.00	\$0.00	83383383888888888888888888888888888888
2 JUN XX		\$0.00	\$50.00	\$0.00	
3 JUN XX	AMERICAN TO THE TOTAL PROPERTY OF THE TOTAL	\$25.00	\$25.00	\$0.00	
4 JUN XX	maaa saa ah a	\$0.00	\$50.00	\$300.00	econoccionales de la companya del companya del companya de la comp
5 JUN XX	The State of	\$35.00	\$150.00	\$0.00	250.00

SCENARIO 3: ESCORT OFFICERS

You will escort 1 foreign officer for 5 days and the IATS printout indicates the following:

Total meals and incidental expenses = \$250.00 Lodging = \$100.00 per night for 4 nights

31 MAY XX - Advance = \$650.00

1 JUN XX - Foreign Officer Arrives
Purchase shaving kit at PX for \$10.00
Pay M&IE

2 JUN XX - Pay M&IE

3 JUN XX - Purchase \$25.00 worth of groceries at commissary

Pay M&IE

4 JUN XX - Foreign officer departs early; Pay Lodging

5 JUN XX - Clear Finance

SCENARIO 3 ESCORT OFFICER

STATEV	ENT O	F AGENT	OFFICER'S	ACCOU	NT	
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING	VMBOL NO.	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number.) Agent's Info				
ACCOUNT HOLDER, LTC, FC FINANCE BATTALION UNIT APO AE DSSN:						
CCO name and address						
TRANSACT	IONS AF	FECTING AC	GENT OFFICER	'S ACCO	UNIT	
TRANSACTIONS a	IN	CREASE ved by Agent) b	BEGINNING B (In Agent's A	ALANCE	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account)
L. BALANCE FORWARD				-	TELL PERMIT	e
2. U.S. DOLLARS	6:	0.00			200.00	650.00
3. FOREIGN CURRENCY						
4. MILITARY PAYMENT CERTIFICATES						
5. COILECTIONS						
6. DEPOSITS			7 (A)	Parities a second	Dis British	
7. NEGOTIABLE INSTRUMENTS:	The same	701111	100		TENNE TENNE	
A. TREASURY CHECKS B. MILITARY PAYMENT ORDERS COTHER (Specify)						
8. PAID VOUCHERS	10074	again the same			450.00	
9. INCORRECT VOUCHERS RETURNED					450,00	<u> </u>
10. Loss By Exchange					Parties Shirt	
11.	-			-		
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER		College Head	650.0	20		0.00
		STATEMI	ENTS			0.00
DISBURSING OFFICER					AGENT OFFICER	
YON ADVANCE: I HAVE INTRUSTED FUNDS A OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.	NT TO TE	ΙE	HAVE ASSU I WILL NOTII UPON DISCO HAVE RECEI	MED PECT FY THE DI OVERY OF VED AND G MY DU	AS AGENT OFFICER, I- R ITEMS AS INDICATE JNIARY RESPONSIBILI SBURSING OFFICER ANY LOSS OR SHORT UNDERSTAND WRITT ITES AND RESPONSIBI	ED ABOVE I TYTHEREFOR IMEDIATELY AGE, AND I EN INSTRUCTIONS
DATE SIGNATURE OF DISBURSING OFF			DATE	SIGNAT	URE OF AGENT OFFIC	ER
1 JUN XX DDO //Signature	e//		1 JUN XX	/(S/ Agent	
A ON RETURN: I HAVE RECEIVED FUNDS AND ITEMS AS INDICATED ON THIS STATEMENT FRO NAMED AGENT OFFICER.	OM THE A	ER BOVE	ON RETU CORRECT.		ABOVE STATEMENT (OF ACCOUNT IS
DATE SIGNATURE OF DISBURSING OFFI			DATE	SIGNAT	URE OF AGENT OFFICE	ER
5 HIN XVI DDO //Signatur				/C / A		
		5 JUN XX	/	S/ Agent		
REPLACES ED	HON OF	PEC 57 WHIC	H IS OBSOLETE	Ľ.		USAPPC V1.00

SCENARIO 3 ESCORT OFFICER

Date	Transactions	Purchases	M&JE	Balance
		Interview - CLD	The state of the s	
	Notation (No. 10.7 Th. I.V.)	STATE OF THE PROPERTY OF THE P	- met m - met a dia 1 militari dia Makamana, a ja me	ANNO EL TITORI METROPORO EL ENTRE EL EMPERATORIO PER POR MARCOLLA CARRACTURA EL CARRACTURA DE CARRACTURA CONTRA CARRACTURA CARRACTURA CONTRA CARRACTURA
	The state of the s	7		A ACT CONTINUES OF THE CONTINUES SHAREST SHAREST SPECIAL SPECI
	The res		magen mages files, std. VIPA/28, prg. 2007/2007/2007 von geforden metrille filman	OPTUT (II.) I isa o 44.444 o o o o o o o o o o o o o o o
	TOTAL STATEMENT			MARIA II II SAAA
	PHIRITIPARA	TO THE PROPERTY OF THE PROPERT	1100 X 1111 × 1000000000 + + + + + + + + + + + + + +	
	Principal Control Cont		. 1874 H.	nigg, is procure accessorists consistent to see a s
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	UT STEELER STE	**************************************	\$1.1.4 P\$\$A.1.4 A - \$1.00000.00000.000000000000000000000000	THE TENNELLIS WAS A.C
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Date	Transactions	Purchases	M&JE	Balance
31 MAY XX	Advance		nev sinvigents (— explorere vice milions	\$ 650.00
1 JUN XX	Day 1	10.00	40.00	600.00
2 JUN XX	Day 2		50.00	550.00
3 JUN XX	Day 3	25.00	25.00	500.00
4 JUN XX	Pay Lodging	300.00	на жинининин принципед, <u>даадага</u> жа . ј	200.00

QUESTIONS?